



## *Capital Improvement Program*

The Michigan Council for Arts and Cultural Affairs (MCACA) is pleased to offer the Capital Improvement Program (CIP) that recognize the importance of the state's cultural assets and their role in enhancing the quality of life for Michigan's citizens and the state's economic vitality.

The CIP is a matching grant program for nonprofit arts organizations, counties, cities, townships and villages that provides funding assistance for the expansion, renovation or construction of arts and cultural facilities. This includes projects that establish, convert or improve facilities; provide or increase disability access; integrate energy efficient products and technologies or involve the purchase of equipment. Projects should enhance arts and cultural practices and achieve direct artistic and cultural outcomes. The program is offered once a year and is not appropriate for the funding of project planning, such as feasibility studies or architectural drawings, mortgage payments or for operational support.

### *To be Eligible...*

Applicants are limited to Michigan municipalities or nonprofit arts and cultural organizations that have tax exempt status under Section 501(c) (3) of the US Internal Revenue Code for at least two years. Federal and State agencies are not eligible to apply.

Applicants with unmet obligations on prior grants i.e. late/incomplete reports, may not apply (Contact MCACA staff if you are concerned about a prior grant).

### *Funding Basics...*

CIP applicants can request a minimum of \$5,000 or a maximum of \$50,000.

Priority is given to projects with strong evidence of prior planning and eminent completion.

Grants awarded must be matched on a 1:1 basis with cash and/or new manufactured product match.

Facilities must be open to the public and provide accessible entrances.

Funded projects must be completed within the MCACA grant period, 1/1/2013 - 9/30/2013.

Applicants may apply to more than one Council program but can only apply for one Capital program per year. However, the Council reserves the right to limit the number of grant awards to any one applicant.

Funding for the same project or activity over multiple fiscal years will not be considered.

### *Deadline...*

Applications are to be submitted on-line by 11:59 p.m. October 1, 2012. The e-grant system will not accept applications after this time. Incomplete applications will not be accepted by the e-grant system. Items that are to be mailed in need to be postmarked on or before October 1, 2012, metered mail is not acceptable as a time stamp.

# *Capital Improvement Program*

## Contents

Getting Started .....	3
Grantee Responsibilities & Requirements .....	3
Program Guidelines & Review Criteria.....	6
E-grant Application Instructions .....	10
Assurances.....	16
Capital Improvement Resources.....	17
Self Test.....	18
Budget Definitions.....	19
Sample Budget.....	22

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# Getting Started . . .

The State of Michigan Council for Arts and Cultural Affairs (MCACA) serves to encourage, initiate and facilitate an enriched artistic, cultural and creative environment in Michigan.

## Fast Facts:

- Applicants to the CIP must use the MCACA on-line application at [mcaca.egrant.net](http://mcaca.egrant.net) (no www). Use the instructions in this document as a guide.
- Applicants must make a minimum 1:1 cash and/or new manufactured product match to their grant award.
- Grant activity must take place between January 1, 2013 and September 30, 2013.
- Deadline to apply is October 1, 2012.
- All MCACA grant applicants must participate in the Cultural Data Project, [www.miculturaldata.org](http://www.miculturaldata.org). Two years data must be submitted and a funder report is required as an attachment to the application. See details on page 13.
- All awarded applicants are required to notify their legislators of their grant award. A copy of this letter or email must be submitted with the signed grant agreement.
- Due to new IRS regulations, MCACA will verify all applicant organization's current nonprofit status by verifying that a form 990 has been filed in the last three years.
- Applicants to the CIP must include a \$50.00 nonrefundable application fee.

## *Grantee Responsibilities and Requirements*

### **Accessibility**

MCACA strives to make the arts accessible to all people and this is a priority of its funding programs. Funded organizations agree to make every attempt to ensure that programs are accessible to persons with disabilities. According to state and federal law, every publicly funded organization must place itself in the position of being able to provide accommodations when persons with disabilities make requests for services. For a list of resources on accessibility, visit [www.nea.gov/resources/ Accessibility/AccessLinks.html](http://www.nea.gov/resources/Accessibility/AccessLinks.html).

### **Underserved Communities**

It is the Council's long-term goal to make quality arts and cultural programs and services available to all 83 counties in the State of Michigan. An underserved community is defined as one in which people lack access to arts programs, services or resources due to geography, economic conditions, cultural background, sociopolitical circumstances, disability, age or other demonstrable factors. The term "community" can refer to a group of people with common heritage or characteristics, whether or not living in the same place.

### **Eligibility**

Only nonprofit organizations and municipalities are eligible for this program. Applicants must be incorporated in the State of Michigan. They must ensure no part of net earnings benefit a private individual. Donations to the organizations must be allowable as a charitable contribution under section 170c of the Internal Revenue Code of 1954 as amended. (Organizations with status under Section 501(c)(3) of the IRS Code and local Units of Government meet this criteria.)

Any applicant that has unmet obligations on current grant agreements, such as overdue or incomplete reports or other significant problems, is not eligible to apply for future funding. If any applicant fails to meet MCACA requirements on a current grant agreement, their pending application will be removed from the review process. If any applicant fails to meet MCACA requirements on a current grant, following Council approval on a FY 2013 application, the newly approved grant will be rescinded. Auxiliary support organizations (i.e. friends of xyz), may not apply in this grant program. State of Michigan agencies, divisions or departments are not eligible to apply for funding from MCACA.

### **Match**

CIP grant recipients are required to make a minimum 1:1 cash and/or new manufactured product match. New manufactured products as a match must be verifiable, tracked and documented, from a legitimate business or contractor, preferably from Michigan. Examples of manufactured product match include:

- new furniture which serves a programmatic purpose
- roofing materials
- construction materials
- fencing
- other fixed equipment and/or products that have not previously been used

State funds may not be used as matching funds. Questions regarding the eligibility of new manufactured product match please contact MCACA prior to the submission of the application.

Any additional matching funds, over and above the required match, may include other cash, earned revenue, contributions, and “in-kind” funds which represent a reasonable value of services, materials, and equipment, as allowed under federal Internal Revenue Service code for charitable contributions. Also, there are certain expenses that may occur during the year that should not appear on the itemization required with awardee’s Final Reports. Items such as: costs involved in the start-up of a new organization, costs incurred prior to the grant starting date, indirect costs for the handling/management of grant funds, awards or cash prizes, fund raising events, reception costs, out of state travel, etc. See application instructions for complete details.

Grantees must sign a grant agreement detailing terms for the use of Council funds. Please note that the grant agreement will detail the scope of work and the payment schedule.

### **Veterans Affairs**

The arts have been a powerful, therapeutic tool in the healing process for many combat veterans reintegrating back into society and transitioning back into civilian life. Therefore the Council encourages organizations to provide veterans of all eras and all branches of the military with opportunities in the arts. Providing both a foundation for their work and freedom to pursue it as they see fit, is the best means to bringing quality work forward while maintaining assistance to veterans and artists.

### **The Fine Print**

Grantees who are local governmental units are subject to the requirements of the government-wide common rule, “Uniform Administrative Requirements for Grants & Cooperative Agreements to State and Local Governments.” Nonprofit organizations, inclusive of colleges and universities, are subject to the requirements of OMB Circular A-110, “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations.”

OMB Circular A-133, “Audit of States, Local Governments and Nonprofit Organizations,” includes specific guidance for conducting financial and compliance audits. The threshold for requiring an audit is \$500,000 in yearly expenditures of Federal awards. This amount is the aggregate of funds from all Federal sources.

Grantees are required to assure the Council that they intend to comply with Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 (ADA); the Age Discrimination Act of 1975; and title IX of the Education Amendments 1972, where applicable. Title VI prohibits discrimination on the grounds of race, color or national origin; Section 504 prohibits discrimination on the basis

of disability; ADA prohibits discrimination on the basis of disability; the Age Discrimination act prohibits discrimination on the basis of age; and Title IX prohibits discrimination on the basis of sex. Applicants are required to demonstrate compliance by implementing requirements outlined in Michigan Executive Order 79-4 "Equal Opportunity Standards in State and Federal Contracts."

Grantees must assure the Council that professional performers and/or related or supporting personnel employed in projects funded by the Council shall not receive less than the prevailing minimum compensation as determined by the Secretary of Labor. Labor standards set out in Part 505. (29CFR) "Labor Standards on Projects or Productions Assisted by Grants from the National Endowment for the Arts." In addition, grantees must assure the Council that no part of projects funded by the Council will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of employees engaged in such projects.

Grantees should use cost accounting principles which comply with requirements as set forth in Federal OMB Circular A-122, "Cost Principles for Nonprofit Organizations," A-87 for Local governments, or A-21 for Educational Institutions.

Consistent with Public Law 101-512, when purchasing equipment and products under a Council grant, grantees are encouraged to purchase American-made equipment and products.

Grantees are required to execute projects and/or productions in accordance with the requirements of National Endowment for the Arts regulations implementing Executive Order 12549, "Debarment and Suspension," certifying that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Grantees are prohibited from conducting general political lobbying, as defined in relevant statutes, regulations and OMB circular within a Council funded project.

Travel outside the United States, its territories, Mexico and Canada not identified in the grant application must be specifically approved in writing by the Council before travel is undertaken. Such travel, if approved, must comply with applicable state and federal regulations.

According to section 11 of your Grant Agreement, Council support must be credited and included in all publicity, media materials and during each broadcast promotion of the activity. When NEA funds are included in the award, the support credit should read: "This activity is supported in part by the Michigan Council for Arts and Cultural Affairs and the National Endowment for the Arts." The Grant Agreement will indicate if NEA funds are included as part of your award.

Grantees must submit, in a Council supplied format, a final report. The final report must include a narrative summary of outcomes, financial statement, detailed financial itemization, and publicity materials from the activity (i.e. publication materials, photographs and news stories). Selected grantees may also be required to submit an interim report.

Grantees are required to keep on file and make available upon request the following support documentation: A list of dates and amounts of all grant payments received; documentation of all expenditures made using grant funds and matching funds, including copies of paid invoices, receipts, timesheets, payroll records, and tax withholding reports. Documentation of in-kind donations should include volunteer work schedules, copies of receipts given to donors for in-kind donations, an explanation of how the value of each donation was determined, or other supporting documentation.

## *CIP Guidelines & Review Criteria*

This section contains information and instructions to help qualified organizations apply for funding in the CIP. Funding through this program supports capital improvement projects for arts and cultural facilities, which will take place between January 1, 2013 and September 30, 2013. The following categories only are eligible for funding under this grant program.

- **Facility Improvements:** funding assistance for capital improvements projects for the expansion, renovation or construction of arts and cultural facilities. Priority will be given to those projects that make use of energy efficient products and technologies. The program is not appropriate for the funding of project planning, such as feasibility studies, architectural drawings, mortgage payments or operational support.
- **Equipment:** the purchase and installation of equipment will be considered where the equipment is part of an overall improvement to an arts facility or where it enhances the effective delivery of arts and cultural activities and programs.

Each application to the MCACA is reviewed by a panel in order to determine the appropriateness of state support to the applicant. Review criteria are used in two ways: First, to assist the applicant in preparing the grant application narrative by establishing, through the criteria, how panel reviewers will judge the application. Second, to assist reviewers by outlining for them what MCACA expects from a successful applicant and weighting each criteria based on Council goals and priorities. Panel reviewers use this criteria to score applications.

For the proposal narrative, refer to the criteria below as an outline and guide to describe the FY 2013 activities you wish MCACA to support. Address each Review Criteria in order. Remember that panelists score application based on the completeness of your answers to each Review Criteria, and some criteria are worth more points than others.

### **Program Impact – 40 points at the review**

- Describe the project for which you are requesting support, include why it is a current priority.
- What activities/services will take place in the facility that you are planning to renovate/expand or those that will make use of the capital fixtures or equipment purchased.
- How it relates to the mission of your organization.
- Describe the project's use of energy efficient products and/or technologies.
- Describe the project's impact on accessibility, quality of life, job creation, economic growth, cultural tourism or other issues deemed relevant.
- Describe how the project will sustain and/or enhance the future operating stability/capability of the facility.
- Describe the broad-based community support the project has and the number of constituents affected.

### **Planning and Implementation – 40 points at the review**

- Establish the need for this project by detailing how you determined this project was a priority for your organization.
- Describe the process to develop your proposal, including the planning process, leadership, process to effectively plan for the stability and longevity of this project, evidence of collaboration within community or inclusive planning of community leaders, cultural diversity of constituents and others.

- Describe the administrative and financial capabilities to implement the project, including budget.
- How will the project be evaluated? What goals or outcomes are you expecting?
- Have permits been secured, if applicable.
- Describe how the board has been engaged in using an inclusive, thorough planning process to make informed decisions about the project.
- Describe who and how the project will be administered and managed, employees and contractors are appropriate and qualified for the project. How will you track local (less than 50 miles from project site), in-state and out of state workers?
- Describe the ability to operate and maintain equipment/facility after the project is complete.
- How will you raise additional funds to complete the project?
- Provide a detailed construction schedule for the project.
- Describe how the project corresponds to the organization's long-term facilities plan.

**Additional Considerations – 20 points at the review**

- Provide evidence of broad based community support through financial and participatory contributions from other organizations and individuals.
- Demonstrate cooperation between local community groups, professional companies, organizations and local government authorities to ensure the most efficient use of available resources, as well as high level of community support for the project.
- Detail how this project will affect the audience and communities served by your organization.
- Ability of project to have a positive impact on cultural awareness on a local, regional or statewide basis.

## *Eligibility*

Applicants must be incorporated in the State of Michigan. Art and cultural nonprofit organizations, counties or municipalities (city, township, village) may qualify for a grant and submit an application for funding.

Federal tax-exempt 501(c)(3) or 501(c)(2), for projects owned or operated by agreement with nonprofit organizations, status is required by the applicant for projects outside the county, city, village or township operating authority.

Applicants must also ensure that no part of net earnings benefit a private individual. Donations to the organizations must be allowable as a charitable contribution under section 170c of the Internal Revenue Code of 1954 as amended. (Organizations having status under Section 501(c)(3) of the Internal Revenue Code and local Units of Government, meet this criteria).

Any applicant that has unmet obligations on current grant contracts, such as overdue or incomplete reports or other significant problem, is not eligible to apply for future funding. If any applicant whose application is pending, fails to meet MCACA requirements on a current contract, that pending application will be removed from the review process. If any applicant should fail to meet MCACA requirements on a current grant, following the review process and Council approval on a future application, the newly approved grant will be rescinded.



Projects involving the purchase or renovation of real or personal property require the submission of, with the application, either proof of ownership, option to purchase, or long term lease. The certification will include an option clause protecting against a change in purchase price should the grant request be successful.

### *Ineligible Recipients*

- Private for profit organizations
- Schools, Colleges and/or universities
- Projects which cannot be completed within the project period, 1/1/13 - 9/30/13.
- State of Michigan agencies, divisions, and/or departments are not eligible to apply for or receive funding from the Michigan Council for Arts and Cultural Affairs.

### *A Note about Historical Buildings and Sites*

If your project is for a building 50 years of age or older, you must contact the State Historic Preservation Office. Projects awarded grants in the CIP will not receive a contract before receiving a determination of the building's eligibility for the National Register of Historic Places from the State Historic Preservation Office.

Properties already listed on the National Register of Historic Places can be found on the National Park Service (NPS) website at <http://www.cr.nps.gov/nr> or through Michigan Sites On-Line at <http://www.michigan.gov/mshda> under the historic preservation tab. If the building is listed in the National Register, printing the record from either the NPS website or Michigan Sites On-Line that shows the date the site was listed and including it in the application will serve as proof of the eligibility determination.

For instructions on how to complete the National Register nomination, see *Listing Property in the National Register of Historic Places in Michigan: The Process & Requirements* at [www.michigan.gov/mshda](http://www.michigan.gov/mshda). Additional documents, guides, and instructions can be found under National Register Documents on the SHPO Publications page. For further information contact the National Register Coordinator, State Historic Preservation Office, P.O. Box 30740, 702 West Kalamazoo Street, Lansing, Michigan 48909-8240, (517) 373-1630 or by email at [christensenr@michigan.gov](mailto:christensenr@michigan.gov).

### *Waiver Requests*

Organizations which seek a waiver of any portion of the general or the specific program guidelines, must do so in writing by **September 18, 2012**. Waivers are a highly unusual occurrence and should be fully discussed with MCACA staff. Requests for waivers will be reviewed and acted upon by the Council's Executive Committee. This action may not be completed prior to the application deadline. Applications submitted pending action by the Executive Committee on a waiver request will be processed pending action. If the waiver is not approved, application review will be terminated.

### *Application Fee*

Applicants are required to pay a non-refundable application fee of \$50 for each submitted application. The check should be made out to the State of Michigan. Applications submitted without the application fee will not be considered for funding. This fee is subject to change by action of the Michigan Legislature. Change in this fee could happen after the submission of your grant application.

### *Funding*

Applicants will match grants on a minimum 1:1 cash and/or new manufactured product match. New manufactured products as a match must be verifiable, tracked and documented, from a legitimate business or contractor, preferably from Michigan. The amount requested cannot exceed 50 percent of



the total project costs. Funds used as match for one Council grant will not be considered as match for other Council grants.

**Note: budget expenses should ONLY include construction/renovation costs and reasonable administration of the specific capital improvement project. Programming and other administrative costs are not appropriate.**

**Funding may ONLY be used for...**

- \$ Expansion, renovation, construction or acquisition of cultural facilities of all types
- \$ Facility structure or system maintenance
- \$ Purchase of equipment directly related to the arts presenting or producing function of an organization
- \$ Construction and project management costs ONLY. Do not include programming in this grant.

**Funding may not be used for...**

- Restoration of historic buildings when the **primary focus** is historic preservation (except those with architectural significance)
- Debt retirement, mortgage payments
- Preservation or restoration of non-arts collections
- Costs associated with the start-up of a new organization
- Costs incurred prior to the grant starting date
- Fund raising
- Projects that take place outside the state, foreign travel or out-of-state travel
- Consultants who are member of an applicant's staff or board
- Exhibitions or productions by children or students in grades K-12
- Payments to students
- Indirect costs (i.e. the cost of handling grants funds, that is charged against the grant funds)
- Projects that utilize funding from other State programs as matching funds, or matching funds that are used for more than one Council grant
- Projects for which more than one Council grant is requested
- Operating costs not associated with the project
- Purchase awards, cash prizes, scholarships, contributions or donations
- Food or beverages for hospitality
- Entertainment or reception functions
- Existing deficits, licensing fees, fines contingencies, penalties, interest or litigation costs
- Publication, records, films of a commercial nature, i.e. works of questionable artistic value produced to realize quick market profit
- Creation of textbooks / classroom materials
- College or university faculty exhibitions or performances
- Internal programs at colleges or universities
- Commissioning of their faculty by colleges or universities
- Curriculum development, in service, or circular activities
- Scholarly or academic research, tuition and activities which generate academic credit or formal study toward an academic or professional degree
- Commissioning of public art

**NOTE: Council funding may not be used for these items NOR can they be included in the project budget as expense items or to meet matching requirements.**

# E-Grant Application Instructions

- Applicants must apply using the online E-grant system. Go to **mcaca.egrant.net** (no www.).
- Codes are supplied by drop-down tabs in the E-grant system.
- The word “project” here in the instructions refers to all activities that funds are being requested for, regardless of which category you choose.

## Section 1: Applicant Information

Enter the legal name, other commonly used names, official mailing address, telephone number and office hours of the organization. Use exact spellings. Don't use abbreviations unless part of the official name. All correspondence will be sent to this address. (individuals cannot be applicants, see eligibility, p.7).

### Authorized Official

Enter the name and title of the person who is authorized to sign official papers. This person cannot be the same as the project director (See section 3 below).

### Board Chairperson

Enter the name and title who bears ultimate authority and responsibility on behalf of the applicant organization.

### Federal Identification Number

Enter the applicant organization's nine-digit Federal Identification Number. This number (also known as Federal Employer Identification) is recorded on 990 Tax Returns and on W-2 forms.

### DUNS Number

Enter the applicant organization's nine-digit Data Universal Numbering System or DUNS Number. This number issued by Dun & Bradstreet is a unique numeric identifier assigned to a single business entity. DUNS number assignments are free for all businesses. If one does not exist for your business location, it can be created within one business day. For more information visit <http://fedgov.dnb.com/webform>

### Status Code--Describes Legal Status

This indicates the applicant organization's legal status.

**Institution Code**--This is used to identify the applicant organization.

**Discipline Code**--This describes primary area of work for the applicant organization.

**Grantee Race**--Select the statement that best represents 50 percent or more based on code description for the applicant organization. Applicant organizations should code themselves based on the predominant group of which their staff or board or membership (not audience) is composed.

## Section 2: Program Area

Choose “Capital Improvement Program.”

## Section 3: Project Information

Choose the program category, either “Facility or Equipment”.

**Project Director (contact person)**

This is the person to whom questions concerning this application will be addressed. Include address, email and phone number(s). This person cannot be the same as the authorizing official.

**Project / Activity Title**

Enter the project's working title or enter "Capital Improvement Program."

**Amount Requested:**

Enter the grant amount requested for your project.

**Start date/end date**

Enter the dates of your grant activity. These dates must be within the grant award period of January 1, 2013 to September 30, 2013.

**Project Primary Discipline Code**

Select the discipline that best describes the primary discipline of the project/activity.

NOTE: If activities are of a technical assistance or service nature, use the discipline which will benefit from the activity. For example, accounting workshops for dance company managers should be coded Dance. A training conference for trustees should be coded Multidisciplinary.

**Project Race/Ethnicity**

Select the statement that best reflects the activity for this grant: If the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed, choose that group. If the grant activity is not designated to reach or represent any one particular group, choose "no single group."

**Type of Activity Code**

Choose the activity that is the best general description of what the organization is planning to do.

**Project Primary County Code(s)**

Enter the county in which the activity takes place. The applicant organization's location and the project location may differ. Enter all counties that apply. If you are entering multiple counties, enter them in alphabetical order as directed on the form.

**Arts Education Code**

An arts education project is defined as: An organized and systematic educational effort with the primary goal of increasing an identified learner's knowledge and/or skills in the arts with measurable outcomes. *Projects not fitting the definition of arts education stated above should choose "None of this project involves arts education."*

**Project Descriptors**

Select the descriptor(s) below that comprise a significant portion (50 percent or more) of the grant's resources /activities. Select all that apply.

- A Accessibility** - grants or services related to ADA/504 compliance or other activities designed to increase access to the arts for persons with disabilities.
- I International** - programs or activities supporting any of the following: grantees visiting other countries, foreign artists visiting the USA, any cultural exchange program, linkages with artists or institutions in other countries, or establishing/administering international programs in your own agency.

- P Presenting/Touring** - grants or services resulting in the movement of artists and artworks for performances, readings, screenings, exhibits, etc., in different geographic areas. Select this to indicate funds awarded for either the hosting/presentation of works originating outside of the grantee community or for the fees paid to artists or arts organizations that will, themselves, be touring in different areas.
- T Technology** - grants or services using technology for the creation or dissemination of art- works or the use of technology for organizational management purposes.
- V Veterans** – programs or activities designed primarily to serve veterans. Arts related or arts programming specifically involving veterans as primary project participants or beneficiaries.
- Y Youth at Risk** - grants or services designed primarily to serve at-risk youth. Include arts- related intervention programs (for violence, drug/alcohol abuse and crime) as well as other programming specifically involving at-risk youth as primary project participants or beneficiaries.

## Section 4: Summary Information

The information should represent your projects and estimates for the entire grant period. Awardees will be required to provide actual participant numbers in the final grant report.

### Section 4a--Project Participation Summary

#### Michigan Artists Participating

Enter the number of Michigan workers involved in the expansion, renovation or construction.

#### Amount Paid to Michigan Artists

Enter the amount paid to Michigan workers involved in the expansion, renovation or construction.

#### Artists Participating

Enter the total number of workers involved in the expansion, renovation or construction (this total number should include Michigan workers).

#### Amount Paid to Artists

Enter the total amount to be paid to workers involved in the expansion, renovation or construction (this total number should include Michigan workers).

#### Individuals Benefitting

Count direct project participants, service providers and any staff, board members or other partners directly involved with the grant activity. Do not use the total number of individuals served by all programs of the organization receiving the grant award. Figures should encompass only those individuals directly affected by or involved in the funded activity, and should include the totals from the Artists Participating and Youth Benefitting fields. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers, and do not double-count repeat attendees.

#### Youth Benefitting

Enter the total number of children and youth (including students, participants, and audience members) who will directly benefit. This figure should reflect a portion of the total number reported in Individuals Benefitting.

## **New Hires**

Enter the number of individuals who will be hired and employed by the applicant organization, during the grant period, to implement the project / activity. Include full and part-time staff. Do not include contract workers.

## **Employees**

Enter the number of individuals who are employed by the applicant organization, during the grant period, to implement the project/activity. Include full and part-time staff. Do not include contract workers.

## **Section 4b --ADA Information**

Enter the appropriate response. Unless the question states otherwise, the information you provide on ADA compliance should be project specific.

## **Section 5: Required Attachments**

Files that can be uploaded include office documents, pdfs, visual, audio and video files. These 10 attachments should be submitted as uploads with your on-line application:

Attachment 1	Narrative
Attachment 2	Michigan Cultural Data Project/MCACA Funder Report
Attachment 3	Itemized Project Budget
Attachment 4	Key Personnel
Attachment 5	Organizational History
Attachment 6	Assurances
Attachment 7	IRS Determination Letter (if needed)
Attachment 7 – 10	Work Samples (optional)

**Note: Do not include symbols, spaces, dashes or other extra characters in your filenames. Only use letters and numbers. Files should be named as indicated below.**

### **Attachment 1 — Proposal Narrative**

Name this file att1organizationname (example: att1quincyyouththeater.doc)

Submit up to four narrative pages. Do not use type size smaller than 12 point. Leave a minimum margin of 1" on all sides. Failure to adhere to formatting criteria may result in a loss of points. Be sure to number and include the name of the organization on each page.

For the narrative, refer to the Review Criteria as an outline and guide to describe the activities you wish MCACA to support. Address each numbered Review Criteria in order. Remember that panelists score application based on the completeness of your answers to each review criteria, and some criteria are worth more points than others. Also provide an outline/timeline in the narrative for your FY 2013 activities.

### **Attachment 2-- Michigan Cultural Data Project / MCACA Funder Report**

Name this file att2organizationname (example: att2quincyyouththeater.doc)

All applicants must participate in the Cultural Data Project (CDP), [www.miculturaldata.org](http://www.miculturaldata.org). The two most recently completed fiscal years' data must be submitted into the CDP system, and a funder report reflecting those two years is required as an attachment to the application. An organization can request an exemption if they are new and do not have two year's data to enter into the CDP. Contact MCACA staff prior to application to request an exemption.

Other organizations or municipalities who are not primarily arts and cultural organizations, but may have sub-

units that offer arts and culture programming, should consult with the CDP about what data they should enter.

Note: Applicants do not need Gold Star status to generate a Funder Report from the CDP system, data must be “submitted” status to get the report.

### **Attachment 3 — Project Budget**

Name this file att3organizationname (example: att3quincyyouththeater.doc)

Submit an itemized budget of the project. Do not include programming or operational budget items only those specific to the capital improvement program.

### **Attachment 4— Key Personnel/Contractor Bios**

Name this file att4organizationname (example: att4quincyyouththeater.doc)

Submit the key personnel and/or contractors’ biography depending upon the request.

### **Attachment 5 — Organizational History**

Name this file att5organizationname (example: att5quincyyouththeater.doc)

Submit an outline of your organization’s history, including recent changes to facilities and staff. This attachment should be limited to three pages.

### **Attachment 6—Assurances**

Name this file att6organizationname (example: att6quincyyouththeater.doc)

Sign, scan and upload a signed assurances form that is located on Page 16 of this document or under “Grant Programs” at [www.michiganadvantage.org/Arts/grant-programs](http://www.michiganadvantage.org/Arts/grant-programs). If you are unable to scan and upload this form please mail it in.

### **Attachment 7—IRS Determination Letter**

Name this file att7organizationname (example: att7quincyyouththeater.doc)

The IRS Determination letter is only required if you have not completed a 990 to the IRS.

### **Attachment 7 - 10—Work Samples and/or Documentation**

Name this file att7organizationname (example: att7quincyyouththeater.doc)

Use the remaining open attachments to upload samples of the work regarding your project as well as new manufactured product documentation. Files may include office documents, pdfs, visual, audio and video files. Be sure to name accordingly based on attachment number.

### ***The following three items should be mailed in:***

1. **Letters of Support** – from no more than four organizations, businesses and the municipality.
2. **Project Documentation** - Applicants requesting funding for the expansion, renovation, construction or acquisition of cultural facilities must include appropriate documentation of facility ownership, and copies of relevant permits, environmental studies, bids, construction and site plans, architectural renderings, photographs, etc. with their completed application.
3. **A \$50.00 non-refundable application fee**, a check made out to “State of Michigan.” We cannot accept credit card payments.



## *Application Submission*

Applications are to be submitted on-line by 11:59 p.m. October 1, 2012. The e-grant system will not accept applications after this time. Incomplete applications will not be accepted by the e-grant system.

Hand-delivered materials must be received in the MCACA office by 4:00 p.m. on October 1, 2012. Items to be mailed should be put in one envelope and must be postmarked by the **U.S. Post Office** or **dated by a commercial carrier** by October 1, 2012. Metered mail will not be accepted as proof of meeting deadlines.

The Council is not responsible for loss or damage of application materials. The Michigan Council for Arts and Cultural Affairs reserves the right to retain a copy of application materials for archival purposes and its permanent record.

All application materials are public records.

Keep a complete copy of your application for your file (print off a copy of your e-grant application).  
Send mailed materials to:

**Capital Improvement Program  
Michigan Council for Arts and Cultural Affairs  
Michigan Economic Development Corporation  
300 North Washington Square  
Lansing, MI 48913**

## Michigan Council For Arts and Cultural Affairs ASSURANCES

**A:** The applicant has an established policy of equal opportunity without regard to race, color, religion, national origin, age, sex or disability. The applicant agrees to take steps necessary to correct any underrepresentation reported on the status report and achieve a reasonably representative work force at all levels of employment. The applicant has an established policy to provide equal opportunity on all programs, activities and services.

The applicant:

1. Agrees in all recruiting materials and advertisements to state that all job applicants will receive equal consideration for employment;
2. Agrees in all promotional materials and advertisements to state that all programs, activities and services will be provided equally; and
3. Agrees to post in conspicuous places, notices setting forth the law on equal opportunity in employment and public accommodations.

**B:** If the grant is awarded, the applicant gives assurances to the Michigan Council for Arts and Cultural Affairs, that the support funds will be administered by the applicant.

**C:** Any funds received under this grant shall not be used to supplant funds formally budgeted for same and that funds received will be used solely for the contracted activities.

**D:** The applicant has read and will conform to the Guidelines.

**E:** The filing of this application by the undersigned, officially authorized to represent the applicant organization has been duly approved by the governing board of the applicant organization.

- ☐ This application was approved by the governing board on     /     /     \_\_\_\_\_
- ☐ This application is scheduled to be approved by the governing board on     /     /     \_\_\_\_\_

If the application has not yet been approved by your governing board, notify the Council of the action taken as soon as possible.

If the notification of action by your governing board is not received prior to panel review, the application may not be recommended for funding.

Organization name: \_\_\_\_\_

Grant Program: \_\_\_\_\_

**Authorized Official: (Cannot be the Project Director)**

Name (typed) \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_

# Capital Improvement Resources

**Michigan Energy Office:** promotes energy efficiency and renewable energy resource development to Michigan residents, businesses and public institutions.

<http://www.michiganadvantage.org/State-Energy-Office>

**Rebuild MI Program:** assists public K-12 schools, local governments, public colleges/universities, public housing authorities and other not-for-profit owned facilities with improving operational energy efficiency by providing technical assistance, financing for cost effective projects, educational tools, and more.

<http://www.michiganadvantage.org/State-Energy-Office>

**SmartBuildings Detroit Program:** using a \$10 million U.S. Department of Energy grant to encourage the installation of energy saving improvements for commercial, institutional and public buildings in downtown Detroit to optimize the performance of city real estate. The program leverages other incentives and energy optimization programs available to commercial property owners.

<http://www.degc.org/business-services.aspx/smartbuildings-detroit-program>

**Michigan Saves:** a nonprofit dedicated to making energy improvements easier for all Michigan energy consumers. To accomplish this, Michigan Saves makes affordable financing and other incentives available through grants and partnerships with private sector lenders.

<http://www.michigansaves.org>

**Nonprofit Finance Fund:** works to create a strong, well-capitalized and durable nonprofit sector that connects money to mission effectively, supporting the highest aspirations and most generous impulses of people and communities. NFF's strategy is to provide financial resources, in the form of loans, grants, and asset-building programs, in concert with management advice.

<http://nonprofitfinancefund.org>

**Business to Business Connect:** Later this year, the Michigan Economic Development Corporation (MEDC) will launch an interactive, online business-to-business procurement application to make it easier for companies to locate Michigan-made products and services. Nonprofit organizations will be able to access the system, as well, thus supporting our small business community by ensuring more procurement dollars stay in Michigan. If your organization is interested in participating in this B2B network, please send an email message to Alison Loveday, [lovedaya@michigan.org](mailto:lovedaya@michigan.org) and you will receive an e-invite and instructions in a few weeks.

<http://www.michiganadvantage.org/Business-Connect/>

# Test Yourself with these Questions

Take a look at the following questions. If you can answer each question “Yes” you have prepared your application to be reviewed by the peer panel. If any of your answers are “No” you may want to revisit your application.

1. Did you use an inclusive process to develop your project?
2. Does your application narrative clearly respond to the program guidelines and review criteria?
3. Is the proposed project compatible with the mission and goals of your organization?
4. Does your community and others outside your organization support the project? Is their support evidenced in letters, agreements, matching funds, volunteer contributions, etc.?
5. Are all of your letters of support current and relevant to your project?
6. Have the grant program matching requirements been met?
7. Have you clearly explained what you plan to accomplish through your project?  
Why? How? When?
8. Are the project activities accessible to the general public? Persons with disabilities?
9. Is the facility, in which the project activities will take place, accessible to persons with disabilities?
10. Do bios of key personnel reflect relevant experience and expertise?
11. Are your project budget projections realistic? Are personnel wages, supply and equipment costs, rental fees, marketing and promotional expenses etc. appropriate?
12. MCACA final grant awards can sometimes be less than the amount requested. Have you considered how partial funding may impact the implementation of your project?
13. Is your cash flow sufficient to ensure that your project can begin while you wait for your Council funding to arrive?

# *Budget Definitions*

## **General**

### **Activity**

Refers to the specific project or range of operations funded by MCACA.

### **In-Kind**

In-kind items utilize the same definitions as cash categories to reflect the value of fees and services which are provided to the applicant by volunteers or outside parties at no cash cost to the applicant.

### **Grant Amount Requested / Awarded**

Amount requested / awarded in support of this activity.

## **Revenues**

### **Earned Revenue Definitions:**

#### **Admissions**

Revenue derived from fees earned through sales of services (other than this grant award). Include sales of workshops, etc., to other community organizations, government contracts for specific services, performances or residence fees, tuition, etc. Include foreign government support.

### **Unearned Revenue Definitions:**

#### **Applicant Cash**

Funds from the applicant's resources allocated to this project.

#### **Corporate Support**

Cash support derived from contributions given for this activity (other than this grant award) by businesses, corporations and corporate foundations, or a proportionate share of such contributions allocated to this activity.

#### **Foundation Support**

Cash support derived from grants given for this activity (other than this grant award) by private foundations, or a proportionate share of such grants allocated to this activity.

#### **Government Support (Federal, Regional & Local)**

Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the city, county, in-state regional, other local government and by agencies of the federal government.

#### **Other Private Support**

Cash support derived from cash donations given for this activity or a proportionate share of general donation allocated to this activity. Do not include corporate, foundation or government contributions and grants. Include gross proceeds from fundraising events.

#### **Other Unearned**

Revenue derived from sources other than those listed above. Include catalog, sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

**State Support – Not from Council**

Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the State government. These funds do not count toward cash match.

**Expenses****Capital Expenditures-Acquisitions**

Expenses for additions to a collection, such a works of art, artifacts, plants, animals or historic documents, the purchase of which is specifically identified with the activity.

**Capital Expenditures - Other**

Expenses for purchases of building or real estate, renovation or improvements involving structural change, payments for roads, driveways, or parking lots, permanent and generally immobile equipment such as grid systems or central air conditioning, etc., that are specifically identified with the activity.

**Employee-Administrative**

Payments for employee salaries, wages and benefits specifically identified with the activity, for executive and supervisory administrative staff, program directors, managing directors, business managers, press agents, fund raisers, clerical staff such as secretaries, typists, bookkeepers, and support personnel such as maintenance and security staff, ushers and other front-of-the house and box office personnel.

**Employees-Artistic**

Payment for employee salaries, wages and benefits specifically identified with the activity, for artistic directors, conductors, directors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, puppeteers, etc.

**Employees-Technical/Production**

Payments for employee salaries, wages and benefits specifically identified with the activity, for technical management and staff, such as technical directors, wardrobe, lighting and sound crew, stage managers, stage hands, video and film technicians, exhibit preparators and installers, etc.

**Marketing**

All costs for marketing, publicity, and/or promotion specifically identified with the activity. Do not include payments to individuals or firms which belong under “personnel” or “outside fees and services.” Include costs of newspapers, radio and television advertising, printing and mailing of brochures, flyers, and posters, and food, drink and space rental when directly connected to promotion, publicity or advertising. For fundraising expenses, see “Other Expenses.”

**Non-employee Artistic Fees and Services**

Payments to firms or persons for the services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity. Include artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc. serving in non-employee/non-staff capacities.

**Non-employee, Other Fees and Services** - Payments to firms or persons for non-artistic services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity.



**Other Expenses**

All expenses not entered in other categories and specifically identified with the activity. Include fundraising expenses, scripts and scores, lumber and nails, electricity, telephone and telegraph, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, food consumed on premises, equipment rental, insurance fees, non-structural renovations or improvements, trucking, shipping and hauling expenses not entered under "Travel."

**Space Rental**

Payments specifically identified with the activity for rental of office, rehearsal, theater, hall, gallery and other such spaces.

## *Sample Budget Itemization*

### **INCOME**

#### **EARNED INCOME**

##### *Admissions:*

ticket sales for 1 performance	
250 tickets x \$5 ea	1,250 (p)

##### *Other earned income:*

pre-performance workshop	
25 participants x \$10 ea	<u>250</u> (p)

<b>TOTAL EARNED INCOME</b>	<b>1,500</b>
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#### **UNEARNED INCOME**

##### *Donations or private support:*

<i>Corporate support</i>	
8 businesses @ \$25 ea	200 (c)

##### *Foundation support*

XYZ Corporate Foundation	100 (c)
Community Foundation	<u>500</u> (c)

<b><i>Total Private Support</i></b>	<b>800</b>
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##### *Other Unearned Income*

millionaire raffle	600 (p)
bake sale	<u>350</u> (c)

<b><i>Total Other Unearned</i></b>	<b>950</b>
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<b>TOTAL UNEARNED INCOME</b>	<b>1,750</b>
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<b>NLACM GRANT REQUEST</b>	<b>1,500</b>
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<b>TOTAL CASH INCOME</b>	<b>4,750</b>
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<b>TOTAL INKIND SUPPORT</b>	<b><u>1,750</u></b>
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<b>TOTAL PROJECT INCOME</b>	<b>6,500</b>
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## *Sample Budget Itemization*

### **EXPENSES**

<b>CASH EXPENSES</b>	<i>Cash</i>	<i>MCACA</i>
<i>Employee costs:</i>		
Admin. Asst. 25 hrs. x \$8/hr	200	
<i>Non - Employee costs:</i>		
Artistic fees/services		
Alvin Jones (dancer) workshop & perform.	1,300	750
Kim DeJong (dancer) workshop & perform.	1,300	750
<i>Marketing / Promotion / Publicity:</i>		
6 newspr ads @ \$50/ea.	300	
<i>Other expenses:</i>		
Workshop workbooks 30 @ \$5/ea.	150	
<b>Cash Expenses</b>	<b>3,250</b>	<b>1,500</b>
<b>TOTAL CASH EXPENSES</b>		<b>4,750</b>
<b>EXPENSES / INKIND</b>		
<i>Space rental:</i>		
Municipal Auditorium/Wrkshp. & perform.		1,600
<i>Program printing:</i>		
Lettsim Press 400 programs		150
<b>TOTAL INKIND EXPENSES</b>		<b><u>1,750</u></b>
<b>TOTAL PROJECT EXPENSES</b>	<b>6,500</b>	

**Note:** This sample illustrates a Budget Itemization. The fees and other dollar amounts in this sample do not represent what these amounts should ideally be.